

TO: Mayor and Board of Trustees

FROM: Village Administrator Steve Stricker and Staff

SUBJECT: Regular Meeting of September 13, 2010

DATE: September 10, 2010

PLEDGE OF ALLEGIANCE: Ambika Sharma, Gower Elementary School

6. ORDINANCES

A. Annex Property (Surrounded Territory)

On Friday afternoon, just after 3:00, I received a letter from the attorneys for Saia Motor Freight Line requesting that the parties maintain the status quo for a period of 120 days, in order to permit the property owner and Saia to obtain a noise study and a wetlands delineation in order to explore other possible means of mitigating the noise concerns of adjacent residents (see attached).

The Village Board can decide to either approve the Ordinance to force annex the property on September 13 (see attached) or to continue this matter to a future date. Board direction is requested.

B. Amend Chapter 25 (Liquor Control)

Attached please find an Ordinance amending the Liquor Control Ordinance to:

1. Reduce the number of Class H Liquor Licenses from five to four, thereby eliminating the Max and Erma's liquor license
2. To eliminate the words "given away" in Sections 25.01, 25.02 and 25.09. These words were added to the Liquor Code at the recommendation of the Village Attorney back in 2007 to address a problem that had occurred in other communities, for which the attorney serves, associated with businesses trying to get around obtaining a liquor license by giving away alcohol, but charging for other services. This provision has caused some confusion and would require liquor licenses and dram shop insurance for events such as a Business After Hours party that members of the Chamber of Commerce may hold from time to time. This was an unintended consequence of the original change and it is our recommendation that this language be eliminated.

It is our recommendation: that the Ordinance amending Sections 25.01, 25.02 and 25.09 Chapter 25 of the Burr Ridge Municipal Code regarding Liquor Control be approved.

C. Dispose of Village-owned Property

Please be advised that the 2010 DMMC auction will be held on Saturday, September 25, at the Cypress Cove Family Aquatic Center Parking Lot.

The Village of Burr Ridge has customarily disposed of surplus equipment at the DMMC auction so as to minimize Village efforts marketing the sale of items with minimal value, and to assist the DMMC in generating operating revenue for the agency. This year, five vehicles are recommended for sale at the auction:

<u>I.D./SERIAL NUMBER</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>MINIMUM VALUE</u>
2FAFP71W7YX193509	2000	FORD	Crown Vic.	\$250.00
2FAHP71W7YX102055	2007	FORD	Crown Vic.	\$250.00
2FAHP71W97X102053	2007	FORD	Crown Vic.	\$250.00
2FAHP71W47X102056	2007	FORD	Crown Vic.	\$250.00
1FMPU16L41LB46276	2001	FORD	Expedition	\$250.00

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

None.

8. CONSIDERATIONS

A. **Create a Sign Ordinance Task Force**

Mayor Grasso will be recommending that an ad hoc committee be formed to review the Village's Sign Ordinance. Mayor Grasso is recommending that Trustee Bob Grela chair this committee, which would include Plan Commission Chairman Greg Trzupek and one additional member of the Plan Commission to be determined. The purpose of this committee would be to work with Staff to review the Sign Ordinance and make recommendations to the Plan Commission and Village Board for approval.

B. **Walk Ways between VH, Veteran's Memorial and Police Facility**

During the planning for the new Police Facility and Veteran's Memorial, it was contemplated that a pedestrian corridor should be included to connect the two facilities. The budget for the Police facility includes \$8,000 for the installation of a crosswalk from the Village Hall across the parking lot to the Veteran's Memorial, and from the Veteran's Memorial across 77th Street to the Police facility. The budget for this line item was generated based upon the projected cost for a "stamped asphalt" application, but staff wishes to provide two alternatives for consideration by the Board: 1) stamped thermoplastic (aka "Brickprint"®), and 2) paver bricks.

Brickprint®:

The stamped thermoplastic alternative ("Brickprint"®), is similar to

stamped asphalt in initial appearance, but has several characteristics that make this alternative superior to stamped asphalt. The surface of stamped asphalt is generally dyed a brick color, which quickly fades due to exposure to weather, traffic, and plowing operations. Conversely, the Brickprint application requires the removal of pavement, which is then filled with a thermoplastic compound which has a uniform color throughout the entire thickness, and is therefore far more resilient than stamped asphalt. Also, stamped asphalt is difficult to repair following utility cuts or other damage; the repaired brick pattern and color is rarely properly matched to the existing. Conversely, the Brickprint application allows for the thermoplastic to be matched to the Burr Ridge specifications at the factory, and the remaining crosswalk can be re-heated and re-stamped for a seamless repair. The work can be completed within a day, and the roadway can be opened to traffic within an hour of the application.

Brickprint is a proprietary application, so a quotation has been solicited from the supplier, at a rate of \$17/SF, for a total estimated cost of \$7,803. A sample is also available for your consideration.

Paver Bricks:

Alternatively, paver bricks could be used to create the crosswalk between the facilities. This alternative would be the highest quality installation, but would be in excess of the funds originally identified for this work. The bricks would be identical to the bricks that were installed at the Police station, in order to provide the greatest continuity between facilities. The work associated with this installation would include removal of the existing pavement, installation of an aggregate base, and placement and compaction of the paver bricks. The Village has solicited a quote from the Police Facility sub-contractor, Grasshopper Landscaping, for this work. The price as solicited is \$14,114.25, which is equivalent to \$30.75 per square foot.

It is our recommendation: that the Board consider installation of the lowest cost alternative, Brickprint®, in the amount of \$7,803.

C. Request to De-Annex Property (15W364 Plainfield Road – Petrovic)

Attached are letters from the resident at 15W364 Plainfield Road and from the Village of Willowbrook regarding the de-annexation of the property at 15W364 Plainfield Road. The property consists of one lot and is currently in the Village of Burr Ridge. The adjacent properties on the north side of Plainfield Road are all within the Village of Willowbrook (see attached maps).

The home is currently on well water and would like to connect to a public water supply system. Willowbrook has a water main adjacent to the property on the north side of Plainfield Road. Burr Ridge water is located on the south side of the street. The cost of connecting to Willowbrook water is significantly less than auguring a service line under Plainfield Road and connecting to Burr Ridge water. Willowbrook, much like Burr Ridge, prefers that water customers be within the corporate limits of

Willowbrook. Thus, Willowbrook and the property owner are requesting that Burr Ridge de-annex the property so that it can subsequently be annexed into Willowbrook and the resident may connect to the Willowbrook water main.

Burr Ridge and Willowbrook completed a similar transfer in 2005. The property at 6520 and 6530 Elm Street was de-annexed from Willowbrook and annexed to Burr Ridge so that the developer could connect to Burr Ridge water. This transfer was completed and the Dartmouth Court Subdivision was subsequently developed in Burr Ridge.

Both the 2005 transfer and the proposed transfer also had/have the benefit of straightening the border between the two Villages. The properties involved with both transfers were/are surrounded on three sides by the other Village and a more "common-sense" boundary was created.

The property owner has agreed to cover all costs associated with the actual de-annexation which would include preparation of a Plat of De-Annexation and an Ordinance. Before proceeding with these documents, direction from the Board is requested.

It is our recommendation: that the Board authorize staff to prepare a plat and an Ordinance for the de-annexation of the property at 15W364 Plainfield Road.

D. Contract for VH, PW and Police Facility Janitorial Services

The janitorial services contract for the Village Hall and Public Works buildings expires in October, 2010. Janitorial services are currently provided by Best Quality Cleaning, Inc. of Franklin Park, IL. The Village has been pleased with the responsiveness, quality control, and contract understanding of the current vendor. Due to the fact that the Village has been pleased with the services as currently provided, we have asked Best Quality Cleaning to provide their best cost for extending the current contract for 12 months. The vendor has agreed to continue services, with no increase over the previous year, in the amount of \$15,840 per year.

It is also necessary to procure janitorial services for the new Police facility. In order to utilize the same contractor for all Village facilities, the Village has negotiated a price with Best Quality Cleaning, of \$1,350 per month, for a total of \$16,200 per year. This service will provide daily (5 days per week) janitorial services for the new Police Facility.

The Department of Public Works finds that janitorial services can be provided by a contractor that is familiar with our properties, has exhibited responsiveness and quality of work, and has agreed to extend the contract for twelve months with no increase in cost. Both contracts are within budget.

It is our recommendation: that contract(s) for Janitorial Services be awarded to Best Quality Cleaning, Inc. through October, 2011 at a cost of \$15,840 per year for the Village Hall and Public Works buildings and

\$16,200 per year for the new Police facility.

E. Contract for VH, PW and Police Facility HVAC Maintenance

The Village of Burr Ridge HVAC maintenance contract expires in October, 2010. HVAC contract services are presently provided by Alliance Mechanical Services, of Bensenville, IL.

The Village has been very pleased with the responsiveness, level of knowledge, and contract understanding of the current contractor, Alliance Mechanical. In contrast to previous HVAC contractors, we have experienced very few contract disputes and have found all work to be performed in a timely and workmanlike fashion. In addition, Alliance has provided extra services (such as the placement of winter/summer thermostat notes) at no extra cost to the Village.

Due to the fact that the Village has been pleased with the services as currently provided, we have negotiated with Alliance to provide their best cost for extending the current contract through 2013. The Alliance proposal (attached) provides for the continuation of services for an annual cost of \$7,032, which reflects a slight increase over the 2004 bid price (\$6,449). Notably, the Alliance cost through 2013 (\$7,032/year) remains lower than all competing bids in 2004. A summary of the 2004 bids and the 2007 and 2010 updates follows:

<u>Contractor</u>	<u>Cost per year</u>
Alliance (2004)	\$ 6,449
Alliance (2007)	\$ 7,032
Alliance (2010)	\$ 7,032
West Town (2004)	\$ 7,224
K.C.W. Environmental (2004)	\$ 7,227
Edwards Engineering (2004)	\$ 7,909
Air Comfort (2004)	\$ 9,575
Complete Temp Systems (2004)	\$10,775
Hill Mechanical (2004)	\$12,226
Oak Brook Mechanical (2004)	\$14,184
Harding Heating (2004)	\$20,617
Johnson Controls (2004)	\$21,657

It is also necessary to secure a contract for HVAC maintenance at the new Police facility. In order to utilize the same contractor for all municipal buildings, staff has asked Alliance to provide their lowest price for this work. In order to provide a competitive environment, a proposal has also been secured from Climatemp, the HVAC installation contractor for the new building. The proposals are as follows:

<u>Contractor</u>	<u>Alliance</u>	<u>Climatemp</u>
2010 Maintenance	\$3,892	\$ 1,968
2011 Maintenance	\$3,892	\$ 3,192
2012 Maintenance	\$3,892	\$ 4,428
Hourly labor rate	\$87.00	\$119.00

Although the Climatedp maintenance proposal is lower for years 1 and 2, the Alliance proposal is lower for the third year, and the Alliance hourly rate is 27% lower than the Climatedp rate. The total three-year cost for the Alliance proposal is \$11,676; the total three year cost for the Climatedp proposal is \$9,588, therefore the total difference in cost is \$2,088. However, based upon the proposed labor rates, the Alliance proposal will become the lower cost proposal after 65 hours of labor, therefore staff recommends approval of the Alliance proposal, which is expected to be the least expensive based upon anticipated maintenance and repair activities.

It is our recommendation: that contract(s) for HVAC Maintenance through 2013, in the amount of \$7,032 for the VH and DPW, and in the amount of \$3,892 for the PD facility, be awarded to Alliance Mechanical Services.

F. Contract for Garbage Pickup at Village Hall and Police Facility

The new Police facility is nearly completed, and it is necessary to contract for weekly waste hauling services. Staff recently contacted Waste Management, the current waste hauler at the Village Hall, to negotiate a rate for the new Police facility. Previously, due to an oversight at Waste Management, the Village had not been invoiced for garbage pick-up at Village Hall; therefore it was necessary to negotiate rates for both locations.

The Village procured competitive quotes from three other vendors, ranging from \$70 to \$105/per site/per month. The low quote was from Waste Management, at a price of \$70 per site per month.

It is our recommendation: that contract(s) for waste hauling services be awarded to Waste Management at a cost of \$70 per month for the Village Hall and \$70 per month for the new Police facility.

G. Contract for 2010 Crackfilling Program

The Burr Ridge Engineering Division has prepared contract documents and advertised for bids for the 2010 Crackfilling program. Crackfilling is a process through which cracks in the roadway surface are routed out, cleaned, and filled with a sealant. This process reduces the potential for water to permeate the roadway surface, which protects the roadway from damage caused by water infiltration and ice expansion. Crackfilling is an effective and economical means of preventative roadway maintenance, which will result in reduced annual maintenance expenses and which will increase the useful life of the roadway. The 2010 budget includes \$60K for crack-filling improvements.

A bidder solicitation was published in the Suburban Life newspaper, and area contractors were contacted directly to notify them of the project. Nonetheless, the Village received only one bid for this project. The Engineer's estimate is \$57,614. The low bid for this project is SKC Construction, in the amount of \$54,399. The bid results are as follows:

Engineer's Estimate	\$57,614.00
SKC Construction, Inc.	\$54,399.00
North Suburban Asphalt Maint.	No bid
Denler, Inc.	No bid
Quality Saw & Seal, Inc.	No bid

It is our recommendation: that the contract for the 2010 Crackfilling program be awarded to SKC Construction, Inc., in the amount of \$54,399.

H. Contract for 2010 Pavement Marking Program

The Burr Ridge Engineering Division has prepared contract documents and solicited bids for the 2010 Pavement Marking program. The pavement marking program is typically scheduled for each fall, immediately following completion of the annual resurfacing and crack-filling programs. The 2010 budget for includes \$15K for pavement marking improvements.

A bidder solicitation was published in the Suburban Life newspaper, and area contractors were contacted directly to notify them of the project. Nonetheless, the Village received only one bid for this project. The Engineer's estimate is \$12,093.00. The low bid for this project is from Superior Road Striping, in the amount of \$10,154.75. The bid results are as follows:

Engineer's Estimate	\$12,093.50
Superior Road Striping	\$10,154.75
A.C. Pavement Striping	No bid
Allied Painting Services	No bid

It is our recommendation: that the contract for the 2010 Pavement Marking program be awarded to Superior Road Striping in the amount of \$10,154.75.

I. Contract for Purchase of Meter Reading Interrogator

The 2009-10 Budget includes \$6,500.00 for the purchase of a new Sensus AutoRead® Hand-Held Device (HHD) (interrogator). This equipment is used to initially program and activate all new water meters installed in the Village and to read all Sensus water meters.

The required equipment manufactured by Sensus is the Sensus Model 5502 radio frequency solid state interrogator with Model 5005/5006 communication/ charging stand with Smart Point Command Link and GPS. This Sensus AutoRead® Hand-Held Device (HHD) is designed to collect and store utility meter readings with built-in capability for expanded uses. The HHD interfaces to a personal computer (PC) through a communications/charging stand used for uploading pre-programmed meter reading route information. The computer must be operated with Sensus AutoRead® System software. The Model AR-5002 accepts meter reading data entered manually on a built-in keypad, or electronically,

through TouchRead® System reading guns. It is capable of reading all Sensus RadioRead® Meter Transceiver Units (MXUs). Also required is the Sensus AutoRead® software (for Touchread and walk-by RadioRead). This is proprietary software and is needed to interface with and update the (HHD) device.

The only authorized Sensus distributor for this region is HD Supply Waterworks, of the Carol Stream, Illinois branch office. This prohibits obtaining additional quotes for Sensus meter equipment. The attached quote from HD Supply Waterworks in the amount of \$6,150.00 includes the Hand-Held Device (HHD) and accessory hardware. This quote is in exchange for our existing Sensus model 40002 interrogator that is now obsolete and no longer serviced by Sensus. The needed software for this equipment will be given to the Village at no charge if (1) one year of software support is purchased at a cost of \$1,320.00. The cost of this software without the support is currently \$3,500.00.

The total expenditure by the Village for both equipment and software is \$7,470.00. The additional \$970.00 over the budgeted amount will be taken from money that was budgeted for residential meter replacements in the FY 2010-11 budget (\$64,000.00).

It is our recommendation: that the Village purchase this equipment in the amount of \$6,150 from HD Supply Waterworks and also purchase the software support in the amount of \$1,320 from Sensus.

J. Engagement Letter for Clark Baird Smith, LLP

Enclosed please find a letter from Labor Attorney Bob Smith indicating that he and several fellow attorneys from the law firm Seyfarth Shaw have established a new suburban based law firm called Clark Baird Smith, LLP. Mr. Smith indicates that, due to the move to a new office in Rosemont, IL, the hourly rates will be at least \$50 per hour less than what they charged previously and that these new lower rates will remain in effect through the end of calendar year 2011. The new hourly billing rate for Mr. Smith will be \$315 per hour. Also enclosed please find an Engagement Letter that outlines the arrangement that we will have with this new law firm.

It is our recommendation: that the Village Administrator be authorized to sign the Engagement Letter with Clark Baird Smith, LLP.

K. Proclamation – Fire Safety Month

Enclosed is a letter from David Zalesiak, Public Education Officer for the Tri-State Fire Protection District, requesting that the Village Board approve a proclamation, also enclosed, designating the month of October as Fire Safety Month and the first week of October as Fire Prevention Week.

It is our recommendation: that the Proclamation be approved.

L. Solicit Funds for Police Department Charity Softball Game

Attached please find a request from the Burr Ridge Police Department to distribute flyers to local businesses to announce their charity event to raise funds for Concerns for Police Survivors (C.O.P.S.) in the name of former Burr Ridge Police Officer Jonathan Walsh. The officers will not solicit businesses for donations. However, they seek Board approval to accept donations, should businesses offer to donate. It is also their intent to hold a 50/50 raffle during the softball game (see Item #8M for raffle license approval). All donations and raffle proceeds will be donated to C.O.P.S. through Jonathan's mother.

It is our recommendation: that the request to be permitted to accept donations for the C.O.P.S. charity softball game be approved.

M. Raffle License (IL Chapter C.O.P.S.); Hosting Facility License (Burr Ridge Park District)

Enclosed is an application from the Illinois Chapter of Concerns of Police Survivors to conduct a raffle between September 14 and September 25, 2010, as part of their fundraising event at Harvest Fest, as well as a letter requesting waiver of the fidelity bond requirement. The letter from the Burr Ridge Park District, the hosting facility, requesting that a license be issued to allow them to hold this event at their Harvester Park location will be received on Monday, September 13.

It is our recommendation: that a Raffle and Chance License be issued to the Illinois Chapter of C.O.P.S. for its September 14-25 raffle, with the fidelity bond waived, and that the Burr Ridge Park District be licensed to host the event.

N. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$752,695.48 for all funds, plus \$416,909.60 for payroll, for a grand total of \$1,169,605.08. The Vendor List includes the following special amounts:

- \$24,214.50 – All-Bry Construction for Downtown Signage and Entryway Improvements
- \$56,918.34 – Allsteel for Police facility furnishings
- \$16,093.71 – AVLET, Inc. for Police facility Audio/Visual system
- \$17,723.49 – Bradford Systems Corp. for Police facility evidence, gun, drug rooms shelving
- \$151,505.15 – Henricksen & Co. for Police facility furnishings and interior signage

It is our recommendation: that the Vendor List be approved.